



ServeNebraska Commission

Board Meeting Minutes
January 26, 2018

NOTE TAKER: Christina Franklin	LOCATION: Doane University, Omaha, NE	DATE: 01/26/18	TIME: 10:24 AM (CST) to 11:29 AM (CST)	DURATION: 65 minutes
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES <u>Commissioners Present:</u> Gregg Christensen, Diane Mallette, Susan Rocker, Kevin Warneke, <u>Ex-Officio Members Present via Zoom:</u> Julie Nash <u>Commissioners Present via Zoom:</u> Marjorie Maas, Jamie Moore, Sheila O'Connor, Rose White <u>Staff Present:</u> Cathy Plager, Christina Franklin <u>Contractors Present:</u> Heather Higgins <u>Guests:</u> Norman Barnes			

PROGRAM PRESENTATION

Norman Barnes, program leader, presented on the Goodwill Youthbuild AmeriCorps program.

BUSINESS MEETING – CALL TO ORDER

Commission Chair Mallette and Director Plager introduced the new Development Contractor Heather Higgins.

Roll Call

The business meeting was called to order at 10:24 AM (CST) by Commission Chair Mallette. ServeNebraska Program Officer Christina Franklin called roll to determine a quorum of one-third (1/3) of all appointed Commission member which is four commissioner. A quorum of 8 voting and 1 non-voting member was present.

Commission Chair Mallette asked for any public comment.

PUBLIC COMMENT

None

APPROVAL OF CONSENT AGENDA – Diane Mallette, Commission Chair

- October 27, 2017 Meeting Minutes
- January 26, 2018 ServeNebraska Commission Agenda
- December 2017 Admin Expenditures Report
- December 2017 TTA Expenditure Report
- November 2017 Development Grant Expenditure Report
- December 2017 Non Federal State Accounts Report
- December 2017 Admin Match to Expenditures Report
- December 2017 Foundation Report
- Executive Director's Report

Motion #1: Commissioner Warneke moved that the items on the consent agenda be approved

Second: Commissioner Christensen

Vote: 8 – Yes; 0 – No; 0 – Abstained; Motion was carried.

STANDING COMMITTEE REPORTS

- **Executive Committee** – Commission Chair Diane Mallette

ServeNebraska (SN) and The Department of Health and Human Services (DHHS) are still working from the original MOU so if nothing changes it is the hope of SN that DHHS will provide SN with \$20,000 to spend through June 30, 2018, with another allocation of at least \$20,000 starting July 1, 2018.

\$20,000 has been put in to personnel costs to cover a portion of Director Plager's salary.

- **AmeriCorps & National Service Committee** – Commissioner Susan Rocker

AmeriCorps programs all have been monitored and in the spring site visits will be conducted with member, host site, supervisor interviews and any files that were not monitored in the fall.

AmeriCorps Programming training includes responding to corrective action, monitoring trends, member evaluations, and MLK Day of service.

ServeNebraska NOFO for formula funding will be released on January 2, 2018.

Ideas for program presentations at commission meetings. Ten minute presentation by AmeriCorps program with five minutes of questions and answers. ServeNebraska will provide a PowerPoint template that programs will use.

2018-2019 Competitive Funding Recommendations

College Possible:

ServeNebraska Recommended Funding- \$374,000

UNMC MMI ACT Clinic:

ServeNebraska Recommend Funding- \$307,000

Motion #2: Commissioner Moore moved that the Commission ratify the action of the Executive Committee and approve College Possible and UNMC ACT Clinic to be submitted to compete nationally for AmeriCorps funding.

Second: Commissioner Warneke

Vote: 8 – Yes; 0 – No; 0 – Abstained; Motion was carried.

- **Community Volunteering Committee** – Commissioner Jamesena (Jamie) Moore

Step Forward Awards Luncheon:

Total attendance at the 2017 Awards Luncheon was 207. The event had a \$947.36 deficit, which will be covered by revenue from past Step Forward Awards Luncheon account at the Community Foundation.

To have future events break even, several suggestions have been made to cut cost, which the committee will explore for 2018 Awards Luncheon. Also, the committee would like to see an increase in sponsorships, i.e., each award category has its own sponsor. Each commission committee may be tasked with finding a sponsor that relates to a specific award, for example the National Service and AmeriCorps Committee would find a sponsor for the National Service Award.

In addition, the committee would like to see this event, as the "Oscars for Volunteers." The committee is recommending a larger marketing package for sponsors, i.e., company/organization logo on the website for twelve months and more recognition during the luncheon.

After considering several other venues in both Omaha and Lincoln, the committee decided to book Quarry Oaks for 2018. Other options will be explored for 2019.

ServeNebraska Week:

Save the Date; April 15 – 22, 2018; The Committee will be putting together a service project to kick off ServeNebraska week during the April 20, 2018 Commission meeting.

ServeNebraska 25th Anniversary – 2019:

Commissioner Moore is setting up a committee of past leadership to help guide this celebration.

Wrap up of the Nebraska 150 Celebration:

The 150 Commission will have its last meeting on March 2 to wrap up final details. Commissioner Moore advised the group she has two certificates to be presented to ServeNebraska from the 150 Commission as a thank you for its participation. One is to Serve Nebraska for Impact Nebraska and the other is for ServeNebraska Week. The certificates will be presented at the April 20th commission meeting.

- **Governance and Funding Committee – Commissioner Kevin Warneke**

Update on Commission Recruitment Process:

Several applications are ready for the Governor to review and make decisions on appointments.

Annual Fundraising Campaign and Commissioner personal Gift:

Annual gifts from Commissioners can be given through the Give to Lincoln Campaign May 31, 2018 which will provide an additional share from the match fund or there is the Community Services Fund or the Work Place Giving Campaign which begins late summer early fall. Please let staff know how you will be providing your gift.

Fundraising for sponsors for Step Forward Awards:

Commissioner Warneke and Director Plager are in the process of securing sponsors for the Life Time Achievement Award.

Conflict of Interest and Board Commitment Agreements:

Commissioners have received the Conflict of Interest Statements and the Board Commitment Agreements along with your in-kind form please make sure that you sign these and give them to staff before you leave today.

Committee Assignment and Board Survey:

Every two years the staff send out two surveys through survey monkey one is to update contact information and identify what committee you are interested in serving on. The next one is a Board Assessment Survey, this gives staff an opportunity to hear from you on what concerns you have but also to share what you believe is going well on or for the Commission. Please watch for these two surveys and complete them to the best of your knowledge.

Strategic Plan/State Service Plan/Operational Plan:

Our current strategic plan will end this year so staff will be working on a Request for Proposal to be released this spring. The Commission is also required by the National and Community Service Act to provide a State Service Plan. This plan is developed through an open and public process that provides for maximum participation and input from national service programs within the state and other interested members of the public. We hope to do both of these plans at the same time.

The Committee presented the slate for nomination of Vice-Chair that included Commissioner Christensen.

UNFINISHED BUSINESS

None

NEW BUSINESS – Commission Chair Diane Mallette

- Commission Support Grant Budget

Director Plager explained the Commission Support Grant Budget to those present.

Motion #3: Commissioner Warneke moved that the budget for the Commission Support Grant be approved with line item change on In-Kind/Match program operating costs, personnel expenses from \$10,000 to \$20,000.

Second: Commissioner Moore

Vote: 8 – Yes; 0 – No; 0 – Abstained; Motion was carried.

- National Service and ServeNebraska Presentation
Director Plager presented information to increase awareness of National Service and ServeNebraska funding processes.
- National Service Day of Recognition – April 3, 2018 formerly Mayor's Day
This day is important to help gain recognition of National Service programing and thank those who have served. If your community has or has had National Service members you need to connect your local officials to do a proclamation or something on this day.

Please connect with Ex-Officio Member Julie Nash to learn more and how to get your elected official signed up.

ANNOUNCEMENTS

- Social Media Time:
Commission Chair Mallette encourage commissioners to spread the word about the great things they are doing as a ServeNebraska commissioner.
- Next Commission Meeting:
April 20, 2018 at the Governor's Residence in Lincoln. This will be the Commission's annual meeting so it will be an all-day event.
- Commission Meeting Host:
A volunteer is needed to host the July Commission Meeting. Please see Director Plager if you are interested. Commission Meeting hosts need to arrange for a conference call option.
- In-Kind Forms
Submit all in-kind service, including mileage, to staff on the provided in-kind form.
- Strengths Finders video advertisement.
Flyer in commissioner packet with additional information. Commissioner Christensen will be facilitating this training at Program Leader Launch on June 20, 2018 at Kaplan University in Lincoln. Tentative start time is 9:00 AM (CST). All commissioners are encouraged to attend.

ADJOURN – Commission Chair Diane Mallette

There was no further business to come before the Commission, the meeting was adjourned at 11:29 AM (CST). The voting record is attached to these minutes.

Submitted by, Christina A. Franklin
Christina Franklin, ServeNebraska Program Officer

Approved by, Diane Mallette
Diane Mallette, Chair

**Commission Meeting
ServeNebraska
VOTE RECORD**

NAME	Attendance	Motion 1	Motion 2	Motion 3
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Consent Agenda Approval	Ratify action of Executive Committee and approve College Possible and UNMC ACT Clinic to be submitted to compete nationally for AmeriCorps funding.	Budget for the Commission Support Grant be approved with line item change In-Kind/Match Personnel Expenses from \$10,000 to \$20,000.
Christensen, Gregg	P	Y	Y	Y
Maas, Marjorie	P via Zoom	Y	Y	Y
Mallette, Diane	P	Y	Y	Y
Moore, Jamie	P via Zoom	Y	Y	Y
Neary, Deborah	NP	NP	NP	NP
O'Connor, Sheila	P via Zoom	Y	Y	Y
Rocker, Susan	P	Y	Y	Y
Sedlacek, Ron	NP	NP	NP	NP
Warneke, Kevin	P	Y	Y	Y
White, Rose	P via Zoom	Y	Y	Y
TOTAL	8	8	8	8
Nash, Julie *	P via Zoom			

*Ex-Officio
Non-voting Commissioners

QUORUM REQUIRED by BYLAWS: 4
NUMBER PRESENT in Person: 5
NUMBER PRESENT by Teleconference: 3